

DEPUTY CHIEF FINANCE AND OPERATIONS, PUBLIC DEFENDER

DEFINITION:

Under general direction to provide a broad range of administrative services that support the objectives of the Department of the Public Defender. Administrative support services provided include: budget, fiscal monitoring, facilities management, safety and security, information technology, purchase and maintenance of supplies and equipment, organizational development, and administrative policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a single, unclassified management class allocated only to the Department of the Public Defender. The incumbent reports directly to the Director and has significant responsibility for preparing the annual budget, formulating policies and procedures, managing the facility, monitoring expenditures and revenues, and providing direction on all information technology issues.

EXAMPLES OF DUTIES:

Directs, plans, and organizes the fiscal and analytical operations of the department, which includes, the development of the annual budget and monitoring revenue and expenditures; identifies operational problems and formulates appropriate solutions; directs, plans, and organizes the activities necessary to correct these operational problems; formulates policy and procedures for departmental operations; participates in formulating policies and procedures for the County of San Diego's Public Safety Group; supervises subordinate staff of administrative support activities; directs, plans, and organizes activities concerned with the management of the Department's facility and information technology; establishes work standards and operational objectives; performs special studies and projects as assigned by the Public Defender; prepares department reports for review by the Federal and State governments, the County Board of Supervisors, the Public Safety Group, and other agencies; and acts as liaison with other public and private agencies and provides information to other agencies on the activities of the Department

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Policy/procedure establishment and implementation.
- Principles and practices of administrative management, supervision, evaluation, and training.
- Fiscal analysis and management.
- Budget preparation.
- Information technology.
- Facilities management.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Effectively communicate in oral and in writing.
- Direct a variety of service functions such as budgeting and fiscal management.
- Analyze complex problems and logically identify solutions.

- Plan and coordinate multi-disciplinary work efforts.
- Establish and maintain effective public and interpersonal relations.
- Present complex fiscal reports.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrates the possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a bachelor's degree in public or business administration, economics, statistics, social or physical sciences or closely related field; AND, four (4) years of administrative experience in performing budget preparation, fiscal management, and facilities management. Two (2) years of such experience must have included supervision of administrative professionals.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background Investigation:

The incumbents must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.